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U. S. DEPARTMENT OF AGRICULTURE
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Shipping
Document Servicing

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 71.1

Issuance and Control of Order Ticket Numbers

I General

The purpose of this memorandum is to outline the method of assignment, and control of ticket numbers to the Shipping and Storage Regional offices by the Document Servicing Section, Shipping Division, Shipping and Storage Branch.

II Issuance of Ticket Numbers to Regions

A. A block of 10,000 numbers will be issued to each regional office by the Document Servicing Section, Shipping Division in Washington.

1. Whenever a block of numbers is assigned to a regional office the Document Servicing Section, Shipping Division, Shipping and Storage Branch will send a teletype message to the Regional Shipping and Storage office to which the numbers are assigned, advising that a block of numbers from (first number) to (last number) has been assigned to them.
 - a. The Document Servicing Section, Shipping Division will send a copy of the teletype message to Commodity Control Unit, Inventory Accounting Section of Supply Program Accounting when numbers are assigned to a regional office and/or whenever there maybe any further reassignment, of numbers by the regional offices.
2. The regional office will prepare Control Sheets with the 10,000 numbers listed in numerical sequence. A supply of Form CCC-251 "Order Number Control Sheet" will be made available to the regional offices for the purposes of controlling the numbers as tickets are prepared. (These forms were designed for use in the commodity units of the Storage Division in Washington. The regional offices will probably wish to suggest a revision of the form after the present supply has been exhausted.)

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Supersedes S&S Branch Memo. No. 71.1, dated Nov. 11, 1944.

3. Forms CCC-251 will be placed in a Current Numbers Binder and as the sheets have been completed may be transferred to a Reference Number Binder.
- B. The regional offices will be responsible for giving separate ticket numbers to each movement involving a different shipper, a different commodity, a different consignee, and a different point of origin:
 1. If a further assignment of ticket numbers is made by the regional offices to a field office within the region, the regional office shall teletype the Document Servicing Section, Shipping Division in Washington and specify what numbers have been reassigned and to which field office they have been given.

III Method of Controlling Ticket Numbers

A. Washington

1. Form CCC-253 "Master Order Number Control Sheet" will be maintained, in Master Ticket Control, Document Servicing Section, Shipping Division. Sheets will be maintained in separate binders, by region, by consecutive order number. As numbers are assigned, the Control Sheets (Form CCC-253) will be prepared listing the numbers chronologically. The name of the regional office will be written in the space after the words "Commodity Unit".
2. As the Master ditto tickets are received from the regional offices, in the Document Servicing Section, Shipping Division, they will be referred to the Master Ticket Control clerk who will:
 - a. Write in the symbol number immediately preceding the number of ticket.
 - b. Write in the total number of subs.
 - c. Write in the name of the commodity.
 - d. Write in the date and hour the Master Ditto Ticket has been received.
 - e. When the entries have been made by Master Ticket Control the Document Servicing Section, Shipping Division will proceed with its reproduction and distribution of order tickets as outlined in Shipping and Storage Branch Memoranda, Nos. 40.2, 40.1, and 39.9.

B. In Regional Offices

1. Form CCC-251 "Order Number Control Sheet" will be maintained in the regional offices. One person will be designated to serve as the ticket number control clerk and will assign the ticket numbers to the order clerks as the order tickets are prepared.
2. When an order ticket number is assigned by the ticket number control clerk he will:
 - a. Write the symbol number immediately preceding the ticket number.
 - b. Write in the appropriate letters applying to explain the type of ticket, as follows:

VP Vendor to Port
VW Vendor to Warehouse
WP Warehouse to Port
WW Warehouse to Warehouse
RP Reconsignment to Port
RW Reconsignment to Warehouse
T Transfer of Title
WS Warehouse to Cash Sales

- c. Write in the total number of subs.
- d. Write in the name of commodity.
- e. Write in the quantity in net pounds.
- f. Write the date, the number is used.

NOTE: The ticket control clerk will record the information on Form CCC-251 as soon as the Master Ditto ticket is written. The ticket is then ready for reproduction and distribution in the regional office (See Shipping and Storage Branch Memoranda Nos. 39.9, 40.1, and 40.2).

IV Periodic Reports of Ticket Numbers Assigned

Effective September 15, 1945 and on the 15th day of each calendar month thereafter the regional offices will send a report to Document Servicing Section: Shipping Division, Shipping and Storage Branch showing the numbers used through the 14th day of the month. This will enable the Washington office to determine whether or not any tickets which have been issued have not been received and also make appropriate inquiries when ticket numbers are not assigned in chronological order.

V Revoking Numbers Previously Assigned

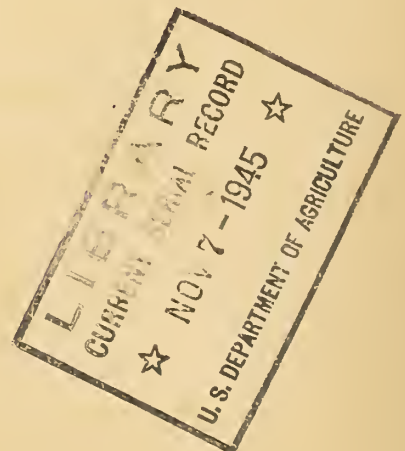
Each regional office to which blocks of ticket numbers have been assigned prior to the issuance of this memorandum will, at the close of business August 14, 1945 teletype the Document Servicing Section, Shipping Division in Washington reporting all unused numbers. These numbers will be cancelled, and all tickets to be written on and after August 15, 1945 will be of the new series in the 10,000 block assignment as referred to in Paragraph II herein.

VI Superseding Instruction

This memorandum is effective August 15, 1945 and supersedes Shipping and Storage Branch Memorandum 71.1 dated November 11, 1944.

H. B. Brew

Chief, Shipping and Storage Branch



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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 71.1 REV. 1

Issuance and Control of Order Ticket Numbers

I Purpose

The purpose of this memorandum is to outline the method of assignment, and control of ticket numbers to the Regional Shipping and Storage Divisions (hereinafter referred to as "regional office(s)") by the Document Servicing Section, Shipping Division, Shipping and Storage Branch in Washington, (hereinafter referred to as "Document Servicing Section".)

II Issuance of Ticket Numbers to Regions

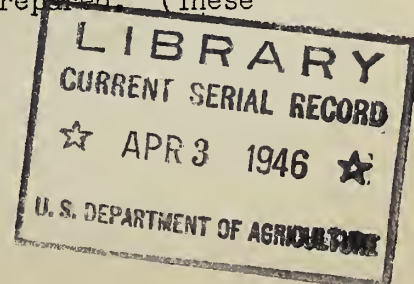
A. A block of numbers shall be issued to each regional office by the Document Servicing Section. The quantity of numbers assigned to the regional office shall be predicated upon the anticipated volume of traffic within the various regions.

1. Whenever a block of numbers is assigned to a regional office the Document Servicing Section, Shall prepare a letter to the regional office to which the numbers are assigned, advising that a block of numbers from (first number) to (last number) has been assigned to them.
 - a. The Document Servicing Section, shall send two copies of the letter to Commodity Control Unit, Inventory Accounting Section of Supply Program Accounting (hereinafter referred to as "Inventory Accounting Section") when numbers are assigned to a regional office and/or whenever there maybe any further reassignment of numbers by the regional offices. (One copy will be signed by Inventory Accounting Section and returned to Document Servicing Section. The other copy will be retained by Inventory Accounting Section.)
2. The regional office shall prepare Control Sheets with the assigned numbers listed in numerical sequence. A supply of Form CCC-251 "Order Number Control Sheet" will be made available to the regional offices for the purposes of controlling the numbers as tickets are prepared. (These

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August 20, 1945

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forms were designed for use in the commodity units of the Storage Division, Shipping and Storage Branch in Washington. The regional offices may wish to suggest a revision of the form after the present supply has been exhausted.)

3. Forms CCC-251 shall be placed in a Current Numbers Binder and as the sheets have been completed may be transferred to a Reference Number Binder.
- B. The regional offices shall be responsible for giving separate ticket numbers to each movement involving a different shipper, a different commodity, a different consignee, and a different point of origin.
1. If a further assignment of ticket numbers is made by the regional offices to a field office within the region, the regional office shall teletype the Document Servicing Section and specify what numbers have been reassigned and to which field offices they have been given. This teletype message shall be confirmed by letter.

III Method of Controlling Ticket Numbers

A. Washington

1. Form CCC-253 "Master Order Number Control Sheet" will be maintained, in Master Ticket Control, Document Servicing Section. Sheets will be maintained in separate binders, by region, by consecutive order number. As numbers are assigned, the Control Sheets (Form CCC-253) will be prepared listing the numbers in numerical sequence. The name of the city where the regional office is located will be written in the space after the words "Commodity Unit."
2. As the Master Ditto tickets are received from the regional office in the Document Servicing Section, they will be referred to the Master Ticket Control clerk who shall:
 - a. Write in the symbol number immediately preceding the number of ticket.
 - b. Write in the total number of subs.
 - c. Write in the name of the commodity.
 - d. Write in the date and hour the Master Ditto Ticket has been received.

- c. When the entries have been made by Master Ticket Control the Document Servicing Section, will proceed with its reproduction and distribution of order tickets as outlined in Shipping and Storage Branch Memoranda Nos. 39.9, 40.1, and 40.2.

B. In Regional Offices

1. Form CCC-251 "Order Number Control Sheet" will be maintained in the regional office. One person will be designated to serve as the ticket number control clerk and will assign the ticket numbers to the order clerks as the order tickets are prepared.
2. When an order ticket number is assigned by the ticket number control clerk he shall:
 - a. Write in the appropriate letters applying to explain the type of ticket, as follows:
 - VP Vendor to Port
 - VW Vendor to Warehouse
 - WP Warehouse to Port
 - WW Warehouse to Warehouse
 - RP Reconsignment to Port
 - RW Reconsignment to Warehouse
 - T Transfer to Title
 - WS Warehouse to Cash Sales
 - c. Write in the total number of subs.
 - d. Write in the name of commodity.
 - e. Write in the quantity in net pounds.
 - f. Write the date, the number is used.

NOTE: The ticket control clerk shall record the information on Form CCC-251 as soon as the Master Ditto ticket is written. The ticket is then ready for reproduction and distribution in the regional office (See Shipping and Storage Branch Memoranda Nos. 39.9, 40.1, and 40.2).

IV Periodic Reports of Ticket Numbers Assigned

Effective October 10, 1945 and on the 10th day of each calendar month thereafter the Regional Shipping and Storage Division shall send a

report to Document Servicing Section, showing the numbers used through the 9th day of the month. This will enable the Washington office to determine whether or not any tickets which have been issued have not been received and also make appropriate inquiries when ticket numbers are not assigned in numerical order.

V Revoking Numbers Previously Assigned

Each regional office to which blocks of ticket numbers have been assigned prior to the issuance of this memorandum will, at the close of business September 29, 1945 teletype the Document Servicing Section in Washington reporting all unused numbers. These numbers will be cancelled, and all tickets to be written on and after October 1, 1945 will be of the new series in the block assignment as referred to in Paragraph II herein.

VI Superseding Instruction

This memorandum is effective October 1, 1945 and supersedes Shipping and Storage Branch Memorandum No. 71.1, dated July 9, 1945.

/s/ H. B. McGrew
Director, Shipping and Storage Branch